

# INSTRUCTIONS FOR PE EXAMINATION APPLICATION

**Note:** Please consult the Instructions, Board Laws, Rules and Instruction Sheet before calling the Board Office.

Either type or print neatly and legibly on this application. ***Illegible and incomplete applications will be returned to you.***

**Effective immediately, all Application supporting information (verifications, endorsements, references and transcripts) must be enclosed with the completed application and mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at 237 Coliseum Drive, Macon, GA 31217-3858.**

**The applicant is responsible for gathering the information from his/her endorsers, college(s) and other state boards.**

1. Have each agency/institution send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering. \*
2. Gather all sealed envelopes along with your application and send the entire package to the Georgia State Board of Registration for Professional Engineers and Land Surveyors office.
3. Send a stamped self-addressed envelope along with the Acknowledgement Letter.
4. If all is in order, the Board office staff will return the Acknowledgement Letter to you with a receipt date.
5. If the application is incomplete or one of your items is missing or opened, the entire package will be returned to you.

\* Please note that some agencies/institutions will only send information directly to the Board. In that case, those agencies/institutions should only be provided with the above-referenced address. All other agencies/institutions should adhere to the instructions in Number 1 above.

## **SECTION 1: GENERAL INFORMATION**

Name: Complete name as it will appear on license  
Address: Preferred *permanent* complete mailing address  
Email Address: Preferred address for communication with Board staff  
Military Service: If you have served in the Armed Forces, submit a DD-214, or certificate of service

## **SECTION 2: REGISTRATION**

If you have ever applied to this Board before, indicate what type of registration you applied for. If your application was returned to you, then it was never logged into our database, and in this case, you would answer "No".

If you took your exam in one state and live in or have moved to Georgia from another state and are applying in Georgia by examination registration, you must provide verification of licensure from the state in which you took your exam. The verification of licensure form is included in the examination package.

If you took the EIT in Georgia, you do not have to send for verification.

If applying for the PE exam and requesting a waiver of the EIT, add \$20 to the PE fee of \$30.00 for a total of \$50.00 for the application.

## **SECTION 3: EXPERIENCE**

Please complete columns Engagement # (Eng. #), Company Name, Your Title, Part Time (indicate any part-time work and indicate number of hours per week), From, To, Total Months, and Total Number of Endorsements Forms only. The rest of the page is **"For Board Use Only."**

Account for all post-secondary (after high school) engagements in chronological order beginning with your **first held position having to do with engineering**. Beginning dates should indicate month and year. Engagements are defined as employment periods at different companies or firms and **significant** changes of responsibilities within the same company or firm. It does not mean different projects or various placements within the same company or firm unless it is a significant change in responsibility.

All gaps (in college, employment, etc.) must be identified in Section 3A: Non-Engineering Related Gaps. This includes unemployment, sabbaticals, incarceration, gaps between high school and college, or between college and first engagement, etc. If you did not go directly into college from high school, then account for time since high school graduation.

#### **SECTION 4: EDUCATION**

Transcripts must be sent from all colleges attended, whether you graduated or not. If your post-secondary education was earned in the United States, or its territories, transcripts must be sent to you in a sealed envelope for you to forward to the Board with your application.

If your post-secondary education was earned outside the United States, you MUST: 1) refer to Board Rules 180-03 and 180-3-.04 (revised March 2004) (see Board website, <http://www.sos.state.ga.us/plb/pels/>); 2) submit a notarized copy of your transcript, which must show all coursework earned, the degree granted, and the date your degree was conferred; 3) if it is not English, include a certified English translation, also notarized. Contact ECEI at their website address, [www.ecei.org](http://www.ecei.org) or request from the Board a Foreign Evaluation application, as your transcript must be evaluated prior to approval for exam or comity.

#### **SECTION 5: AFFIDAVIT BY APPLICANT**

The photo should be a clear head and shoulder shot, and may be a black & white or color photograph. Digital photos are acceptable. Photo should fit in the space provided. Application MUST be signed and officially notarized.

#### **SECTION 6: ENDORSEMENT FORM**

Endorsers: 1) should not be related to the applicant by blood or marriage; 2) should not be Board members; and 3) should have personal knowledge of applicant's professional reputation and accomplishments.

Indicate endorsement number in space provided, making sure it coincides with the numbered engagements in Section 3.

At least five endorsement forms MUST be references, either "Reference Only" or "Reference and Experience Verification", and at least three of these references MUST be a registered, active engineer (not necessarily in Georgia). Additionally, all engagements listed on Section 3: Experience, must be endorsed. One person may endorse more than one engagement on his/her Endorsement Form. It is not necessary to submit multiple endorsements for one engagement, unless you need to for the five minimum. Applicant must also ensure that endorsements provide evidence of adequate experience under the supervision of qualified professionals.

If you are using the Endorsement Form as a "Reference and Experience Verification" or an "Employment Verification Only", complete Section 6A: 1) Check the appropriate box; 2) Complete the front of the form, giving sufficient detail of your job duties; 3) Forward form to endorser along with a pre-addressed stamped envelope for the endorser to return it to you. If everyone familiar with your work is gone from the company, and the company is still in business, have the Personnel Department verify your work dates. If the company is closed, complete Section 6A of the form, then write at the bottom "Company Closed" after experience description.

If you worked solely for a relative, the relative may endorse the experience provided. However, he/she still may not serve as one of the five (5) required references.

#### **SECTION 7: RECORD OF BOARD**

This form is for Board use only and MUST be returned with the application.

**DO NOT ORDER A WALL CERTIFICATE UNTIL YOU HAVE RECEIVED OFFICIAL NOTIFICATION FROM THE BOARD THAT YOU ARE LICENSED.**

#### **FEES**

See Fee Schedule for appropriate fee. Be sure to enclose a check or money order. Checks should be made payable to Secretary of State. If fee is not attached, the application will be returned.

#### **DEADLINES**

Deadline date is for the complete application. All supporting documentation and information must be received before an application is considered complete. If they are not received by the deadline date, you may not be considered until the next scheduled exam. It is the applicant's responsibility to ensure receipt of required documentation.

**December 1 is the deadline for the April examination.**

**June 1 is the deadline for the October examination.**



**GEORGIA STATE BOARD OF REGISTRATION  
FOR  
PROFESSIONAL ENGINEERS & LAND SURVEYORS**

P O Box 13446  
Macon, GA 31208  
(478) 207-2440  
Email: pels@sos.state.ga.us

**APPLICATION FOR REGISTRATION AS A PROFESSIONAL ENGINEER  
BY EXAMINATION**

PE Exam  
BOARD USE ONLY

Receipt # \_\_\_\_\_  
Amount \$30.00 \_\_\_\_\_  
Additional Amount \_\_\_\_\_  
For EIT Waiver \$20.00 \_\_\_\_\_  
Total Received \_\_\_\_\_  
Application # \_\_\_\_\_  
Initial \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 1: GENERAL INFORMATION**

Social Security Number\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Last First Middle Maiden

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number & Street City State/Zip

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Name of Present Employer: \_\_\_\_\_

Address of Present Employer: \_\_\_\_\_  
Number & Street

\_\_\_\_\_ Suite City State/Zip

Designate the one branch of engineering in which you propose to practice: \_\_\_\_\_

Have you ever served as a member of the U.S. Armed Forces? ☐ Yes ☐ No

If yes:

List dates of Active Duty Service: \_\_\_\_\_

Submit a DD-214 or certificate of service.

Are you a US Citizen? ☐ Yes ☐ No If no, submit registration card.

Have you ever been convicted or pled nolo contendere to a crime (excluding minor traffic violation)? ☐ Yes ☐ No

If yes, give complete details on a separate sheet.

\*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

## SECTION 2: REGISTRATION

EIT Certification #: \_\_\_\_\_ State of EIT Certification: \_\_\_\_\_ Date of EIT Certification: \_\_\_\_\_

Number of hours of written EIT examination (write "none" if no written examination was taken): \_\_\_\_\_

Name in which you were certified: \_\_\_\_\_

Have you ever previously applied to this Board for registration?

☐ Yes ☐ No

If yes, approximate date: \_\_\_\_\_

If yes, check type of application: LSIT ☐ LS ☐ EIT ☐ PE ☐

Have you ever previously applied to any other state Board for licensing to take the PE exam?

☐ Yes ☐ No

If yes, which state(s)? \_\_\_\_\_

Do you have another professional license(s) of any type from Georgia?

☐ Yes ☐ No

If yes,	(1) License Type: _____	(2) License Type: _____	(3) License Type: _____
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List any other type of registration to any other Georgia Registration Board for which you are currently applying or have applied:

(1) License Type: _____	(2) License Type: _____	(3) License Type: _____
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List any other state Boards for licensing (excluding Georgia) for which you are currently applying or have applied:

(1) State: _____ License Type: _____	(2) State: _____ License Type: _____
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Has any Georgia or other state professional license granted to you been removed, suspended or otherwise sanctioned publicly or privately? ☐ Yes ☐ No

If yes, please provide complete explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you previously taken the PE exam in this or another jurisdiction?

☐ Yes ☐ No

If you have taken and passed the PE exam, what discipline: \_\_\_\_\_

State: \_\_\_\_\_ PE No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

If you have taken the PE exam and never passed, how many total times have you taken the PE exam?

1 ☐ 2 ☐ 3 ☐ 4 ☐ more \_\_\_\_\_

## SECTION 3: EXPERIENCE

### SHADED AREAS ARE FOR BOARD USE ONLY

School: _____	Degree/Date _____	ABET: Yes _____ No _____
Masters: _____	Degree/Date _____	ABET: Yes _____ No _____
Technology: _____	Degree/Date _____	ABET: Yes _____ No _____
Other: _____	Degree/Date _____	ABET: Yes _____ No _____
State and EIT#: _____		

Eng. #	Company/ Employer Name	Your Title	Part Time: <u>Hr/Wk</u>	From: <u>Mo/Yr</u>	To: <u>Mo/Yr</u>	Total Months	%	Qex	%	Qex	%	Qex	%	Qex	%	Qex
Total # of Endorsement Forms: _____ (All Engagements MUST be endorsed)				Experience Total												
Field: _____				Education Total												
References:    Positive (    )                      Negative (    )				Total Months												
Special: _____				Board Member's Initials & Date												

*Shaded areas are for Board use only.*

**SECTION 3A:**  
**NON-ENGINEERING RELATED GAPS**  
**PLEASE LIST**  
**(references not needed)**

Applicant Name: \_\_\_\_\_  
Last First Middle Maiden

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From: \_\_\_\_\_ To: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_

Description: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_

Description: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_

Description: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 4: EDUCATION

High School and Location (Transcripts not needed)				From: <u>Mo/Yr</u>	To: <u>Mo/Yr</u>	Date of Graduation
All attended Colleges and Universities (Transcripts needed from all)	From: <u>Mo/Yr</u>	To: <u>Mo/Yr</u>	Total Months	Major Field	Degree Earned	
1.						
2.						
3.						
4.						
5.						

## SECTION 5: AFFIDAVIT BY APPLICANT

State of: _____		ATTACH PHOTO HERE (Please Use Photo Taken In The Last 90 Days)
County of: _____		<b>MUST</b> be Head/Shoulders and <b>MUST NOT</b> be Photocopied from a Publication <b>(Read Enclosed Instructions)</b>
_____, being		
Applicant's name		
first duly, sworn , deposes and says: I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith. I further state that I have read and pledge to adhere to the Board's rules of professional conduct upon obtaining my registration in Georgia; I further understand that my experience will be considered only through the date of this application, noted below.		
Applicant's Signature: _____		
Subscribed and sworn to before me this _____ day of _____, 20____		
Signature of Notary Public: _____		
My commission expires: ____/____/____		



**SECTION 6: ENDORSEMENT FORM****Section 6A – To Be Completed By Applicant**Applicant Name: \_\_\_\_\_  
Last First Middle Maiden

Engagement No. as listed in Section 3: \_\_\_\_\_

This endorsement is for: Reference & Experience Verification ☐ Reference Only ☐ Employment Verification Only ☐**Georgia Law Section 43-15-15(d) states: "An application shall contain the names of not less than five persons, not related to the applicant by blood or marriage, of whom at least three shall be registered, active professional engineers...having personal knowledge of the experience on which the applicant predicates his qualifications."**Experience described on this form was obtained while employed by: \_\_\_\_\_  
Company Name

Address City State Zip Code County

For this engagement please provide name of direct supervisor: \_\_\_\_\_

Was your direct supervisor a registered PE? ☐ Yes ☐ No Other: \_\_\_\_\_

Endorser for this Engagement: \_\_\_\_\_

**State your Title(s) & Name of Company. Describe experience (one line is not sufficient) detailing in first person the work you personally performed in design, study, review, testing or other tasks which required your engineering skills. This work should be progressive in difficulty and magnitude; demonstrate sufficient breadth and scope, not a narrow technical skill focus; and reflect the acquired ability to design and apply engineering principles to demonstrate that your judgment may be trusted on projects involving public health and safety. Do not attach resume or project lists. Experience must be verified by PE associates even if you are self-employed.**

Dates		Engagement No.
From Mo/Yr	To Mo/Yr	
Type of Experience		%
Engineering Design		
Engineering Studies, Reports, Evaluations		
Engineering Research, Data Preparation & Interpretation		
Other Engineering Related Activities		
Non-Engineering (including surveying)		

If you need additional space, please attach additional sheets.

**Section 6B – To Be Completed by Endorser**  
**Applicant's description in Section 6A above is:**☐ Accurate ☐ Inaccurate (Explain if inaccurate): \_\_\_\_\_Were you the applicant's direct supervisor for this engagement? ☐ Yes ☐ NoIf direct supervisor were you a registered engineer: ☐ Yes ☐ No State Registered/No.: \_\_\_\_\_

Discipline: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Signed: \_\_\_\_\_

### Section 6C – To Be Completed by Endorser

The Georgia Board prefers that you mail this form back to the applicant in the applicant's enclosed pre-addressed stamped envelope. Seal the envelope and sign the back flap to ensure against tampering. If you prefer to mail the form directly to the Board office at 237 Coliseum Drive, Macon, GA 31217-3858, please make a blank copy of this form and mail it back to the applicant following the directions above, then mail the completed form to the Board. All responses will be held in strictest confidence by the Board.

Name of Applicant: \_\_\_\_\_

1a. How well do you know the applicant:      ☐ very well    ☐ well    ☐ slightly    ☐ not at all

1b. List dates (months and years) of contact with the applicant: \_\_\_\_\_ to \_\_\_\_\_  
Mo. & Yr. Mo. & Yr.

1c. Basis of contact:    ☐ As the applicant's PE supervisor                  ☐ As an associate or co-worker in Engineering Work  
☐ Other (explain) \_\_\_\_\_ ☐ Are you related by blood or marriage?    ☐ Yes    ☐ No

2. Do you have personal knowledge of the applicant's engineering work?    ☐ Yes    ☐ No    If yes, complete entire form.  
If no, complete only items 3 & 10.

3. What is your opinion of the applicant's personal integrity and reputation: \_\_\_\_\_

4. Would you employ applicant in a position of trust:    ☐ Yes    ☐ No    If no, explain: \_\_\_\_\_

5. Using the interpretations below, please rate the practice and quality of performance of the applicant's engineering work.

[illegible]

**Interpretations:**

Above Average:	Performance unquestionably of a professional level demonstrated through competence and creative ability.
Average:	Work not distinguished in content or level, but adequate for engineering purposes indicating an ability, under some supervision, to produce workable design of systems and products.
Below Average:	Performance needs careful checking and rather close supervision to meet requirements.
Unsatisfactory:	Work of poor quality, not up to minimum professional standards. Requires review and revision by associates or supervisors before execution.
Unknown:	Inadequate for "the purpose of safeguarding life, health and property." Did not review work or work with applicant in this area. Can not determine proficiency.

6. Licensure in Georgia is not by classification of any discipline of Engineering practice. However, the Board is interested in the applicant's background and experience and appreciates your appraisal in selecting the discipline in which the applicant is most proficient.

☐ Civil Breadth with Depth in: ☒ Environmental ☒ Geotechnical ☒ Structural ☒ Transportation ☒ Water Resources

☐ Structural I ☐ Electrical ☐ Environmental ☐ Mechanical ☐ Other

7. Considering the need to protect the public health, safety and welfare, in your opinion how does this applicant rank in professional competence and responsibility:

☐ Qualified      ☐ Additional Experience Needed      ☐ Unqualified

8. REMARKS: The Board will appreciate additional information or amplifying information regarding the applicant's engineering experience, capabilities, or limitations, if any. Use reverse side for continuation of comments, if necessary.

9. Based on the definition of the practice of engineering, Georgia Law 43-15-2(11), do you recommend the applicant for PE licensure? ☐ Yes ☐ No

10. I certify that the above statements are true and correct to the best of my personal knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

Print Name: \_\_\_\_\_

FIRST MI LAST

State of PE License/Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Discipline: \_\_\_\_\_

Present Position: \_\_\_\_\_ Firm: \_\_\_\_\_

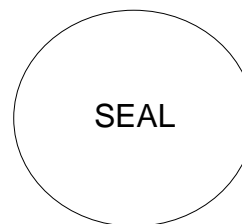
Address: \_\_\_\_\_

Daytime telephone number : ( \_\_\_\_\_ ) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If licensed, please verify with professional engineer seal with signature.**



SECTION 7: RECORD OF BOARD

Applicant Name: \_\_\_\_\_  
Last First Middle Maiden

**APPLICANT:** This page is for **BOARD USE ONLY**. *However, this section **MUST** be enclosed with application.*

Examination Taken : _____		Date: ____/____/____
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Grade: _____		
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Certificate Number Issued: _____		Date: ____/____/____
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Action of Board:		
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Additional Comments:		
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## VERIFICATION OF OUT-OF-STATE LICENSURE EXAMINATION AND REGISTRATION

### Georgia State Board of Registration for Professional Engineers & Land Surveyors

#### INSTRUCTIONS TO THE APPLICANT:

1. The Applicant should:
  - a. Complete his or her name and address on the top portion, upper right corner on the reverse side of this form.
  - b. Fill in the name of the state board completing this form.
  - c. Forward this form to the out-of-state board where the applicant is certified or registered.
2. **Examination Applicants** should submit a verification form to the state of their Engineer-In-Training (EIT) or Land Surveyor-In-Training (LSIT) certification.
3. **Comity Applicants** should:
  - a. Submit a form to the state of their Engineer-In-Training (EIT) or Land Surveyor-In-Training (LSIT) certification **and** to the state of their initial Professional Engineer (PE) or Land Surveyor (LS) registration.
  - b. If registration is not currently valid in the state of the initial registration, submit a form to the state where a current valid registration is held.
4. This form may be copied if necessary.

**INSTRUCTIONS TO THE OUT-OF-STATE BOARD:** The Out-of-State Board should complete Section I – IV on the reverse side of this form, enter the appropriate state name, and return to the applicant in a sealed envelope with an official signature on the flap of the envelope to assure no tampering.

# REQUEST FOR VERIFICATION OF REGISTRATION OR EXAMINATION

Date: \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

FROM: Georgia State Board of Registration for  
Professional Engineers and Land Surveyors  
237 Coliseum Drive  
Macon, Georgia 31217-3858

\_\_\_\_\_  
(City, State & Zip Code)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Social Security Number) (DOB)

## 1. THE ABOVE NAMED PERSON WAS CERTIFIED OR REGISTERED AS:

		Certificate No.		Date Issued		Valid Until
<input type="checkbox"/>	Engineer-In-Training/Engineer Intern					
<input type="checkbox"/>	Professional Engineer					
<input type="checkbox"/>	Land Surveyor-In-Training/Land Surveyor Intern					
<input type="checkbox"/>	Land Surveyor					

## 2. BASIS OF REGISTRATION:

			Hours		Results (Pass/Fail)		NCEES (Yes/No)		Exam Date
<input type="checkbox"/>	Written Examination	FE							
		PE							
		FLS							
		LS							
<input type="checkbox"/>	Other	Other							

<input type="checkbox"/>	Examination Option		(Discipline)
<input type="checkbox"/>	Oral Examination	Hours – PE _____ Hours – LS _____	
<input type="checkbox"/>	EIT/LSIT Accepted from:		
<input type="checkbox"/>	PE/LS Accepted from:		
<input type="checkbox"/>	Other		

## 3. QUESTIONS:

- a. Has any disciplinary action ever been taken against the applicant?
- b. If so, has this disciplinary case been satisfied to the Board's requirements?

## 4. REMARKS:

(BOARD SEAL)

By:		Title:		Date	
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### ***Acknowledgement Letter***

This is to acknowledge that your application was received on \_\_\_\_\_ by the Office of the Board of Registration for Professional Engineers and Land Surveyors. You will be notified at a later date if additional materials are needed to complete your application file.

Instructions: Include this letter along with a stamped self-addressed envelope inside your completed application package when you mail it to the Board. If all is in order with your application and the supporting documents are all accounted for, this letter will be marked with a receipt date and will be mailed back to you.